

BORDER TRASH CLEANUP FIELD FORM INSTRUCTIONS

This form is designed to make cleanups of accumulated trash sites due to uncontrolled or unauthorized border crossings in Arizona's borderlands more efficient and data collection more consistent. Please have the on-site main contact person fill out this form with as much information as possible. If there are sub-sites of a larger area being cleaned up, please fill out one form per each GPS location. Please collect all field forms when the cleanup is complete and report the results for each GPS location in the typeable Field Form found at <http://www.azbordertrash.gov> under "Documenting Cleanups." This will allow for the data to be shared with others and used for future cleanups, and will help illustrate the extent of the border trash issue.

Date of Cleanup: List the date and year of the cleanup, including if it was done over several days.

Initial Visit: Check this box if this is the first visit or check **Return Visit** if your group has cleaned up this site in the past.

Name of Cleanup Event: Specify the name the cleanup is being referred to (i.e. ADEQ Fall Cleanup 2009).

LEADER OF CLEANUP GROUP: The cleanup coordinator's information goes here. This will allow for tracking and future contact. For a sub-site cleanup, this section should be the leader of that sub-site group.

Leader Name: List your name. **Group Name:** List the name of the group that you belong to. **E-Mail/Regular Phone:** List the e-mail address and phone number where you can be reached during regular business hours – to be used if someone wants to contact you about the cleanup afterward. **Contact Phone at Cleanup:** List the phone number where you can be reached on the day of the cleanup, such as a cell phone number, if available. List an alternate contact if a cell phone is not available.

ACCOMPANYING STAFF/VOLUNTEERS: This will cover information about the staff/volunteers participating in the cleanup. The second page of the field form is provided for this purpose. Details about this section are described at the end of these instructions.

of People: Total number of people participating in the cleanup of that site.

LAND INFORMATION: This will provide an image of where the cleanup took place.

Site Name: List any names this site commonly is referred to as (i.e. Ironwood Forest National Monument).

GPS Coordinates (Lat N/Long W): Document the location of the cleanup using a GPS to get the Lat N/Long W measurements. Please take the measurement at the approximate center of the cleanup area, using decimal degrees and a datum of WGS 84.

Elevation: List the approximate elevation of the area where the cleanup is taking place, in feet. **Terrain:** List information about the terrain of where the cleanup is taking place, to aid in future cleanups in the area (i.e. In canyon filled with ocotillo and sparse brush).

Slope: List the approximate slope of the area. (i.e. A 5% slope represents an area that rises or falls 5 feet over a 100 foot length.)

County: **Cochise La Paz Maricopa Pima Pinal Santa Cruz Yuma:** These are the counties that lie within the 100 km buffer specified by the La Paz Agreement, making them Arizona Borderlands. Check off the county in which the cleanup location lies. Some properties could span more than one county. Please choose the predominant county.

Location Description: Provide additional information about the physical cleanup location that may be of use for future cleanups (i.e. About five miles southeast of Buenos Aires National Wildlife Refuge).

Land Owner: **U.S. BLM U.S. Forest Service Indian Reservation Local or State Park Military National Park or Monument**

Private State Trust Wildlife Refuge Other: Check off who owns the land or how the land is designated. More than one category may apply. If "other", please specify. **Land Use:** **Park/Refuge Cattle/Grazing/Ranchland Residential/Populated Other:** Check off how the land is used. More than one category may apply. If "other", please specify.

Soil Type: **Rocky Sandy Clay Other:** Check off the nature of the soil where the cleanup is taking place.

Accessibility: **Car ATV Foot Aerial Horse 4x4 High Clearance Other:** Check off the primary mode of transportation needed to get to the area where the cleanup is taking place. More than one may apply. If "other", please specify.

Distance from Parking: List how far, in feet, the cleanup site is from the parking area. **Distance from Facilities:** List how far, in feet, the cleanup site is from any facility, including how close a portable toilet was able to be placed, if one is procured. **Distance from**

Roadway: List how far, in feet, the cleanup site is from the roadway. Note that the roadway may or may not be the same as the parking area, so separate measurements are useful.

BORDER TRASH COLLECTED: This will provide a picture of how much trash was collected during this cleanup.

Number of Bags: List the number of bags of trash that were filled during this cleanup. **Estimated Weight (lbs):** List an estimate of the total weight, in pounds, of all of the bags that were filled during this cleanup. Since bag size can vary, this will allow for the data from different cleanups to be compared. If bags get disposed of in a rolloff taken to a landfill, please use weight provided at landfill. For sub-site cleanups, if you cannot get a weight per sub-site, divide the total weight by the number of sub-sites to get an approximate weight per sub-site. That weight should be entered on each field form for the cleanup.

Site Entirely Cleaned Up: **Yes No:** Check off whether your group was able to entirely clean up the site or if trash remains.

Estimated Affected Area: (sq ft or acreage): List an estimate of the total area that was affected by the border trash. If a small area, list in square feet. If the trash spans acres, list it in acreage.

Taken to Landfill: **Yes No:** Check off if the trash from the cleanup was taken to a landfill. **Landfill Name/County:** List the name of the landfill where the trash from the cleanup was disposed of, and the county it's in.

Landfill Tipping Fees: List the fees that were incurred to dispose of the border trash from the cleanup at a landfill. If cleaning up sub-sites, please divide total landfill tipping fees by number of sub-sites to get a fee estimate per sub-site. **Estimated Cleanup Cost:** List an estimate of the total cost involved with conducting the cleanup. In addition to landfill tipping fees, include staff hourly costs, supplies, transportation costs, travel, etc. Make sure to include in-kind service values. If cleaning up sub-sites, please divide total estimated cleanup cost by the number of sub-sites to get an estimated cleanup cost per sub-site. **In-Kind Services: Yes No:** Check off whether in-kind services were used to conduct the cleanup. **Specify:** List the types of in-kind services that were provided to conduct the cleanup (i.e. Donation of lunch for volunteers by Mom & Pop Grocery Store). **# Hours to Complete Cleanup:** List the total number of hours it took to complete the cleanup. Even if trash remains, indicate how many hours your group spent on the cleanup efforts. **Total # Volunteer Hours:** List the total number of volunteer hours that contributed to the cleanup. This can be calculated by totaling the hours listed for each volunteer on the back of the field form.

SPECIAL SITUATIONS (safety issues/warnings & threats) (check all that apply): This applies to items encountered during the cleanup, and aids in preparation for future cleanups in this same area. **Illegal Dumping:** Check this box if household waste other than border trash was encountered. **Tires:** Check this box if any tires were collected. **Bicycles:** Check this box if any bicycles were collected. **Abandoned Vehicles Intact Not Functional Burned:** Check this box if any abandoned vehicles were encountered. Specify whether the condition of the vehicle was 1) Intact (Able to be driven) 2) Not functional (Not driveable) 3) Burned. **Drug Smugglers:** Check this box if drug smugglers were encountered. **Drugs:** Check this box if drugs were encountered. **Weapons:** Check this box if any weapons were encountered. **Illegal Immigration:** Check this box if any illegal immigration was encountered. **Human Smugglers:** Check this box if any human smugglers were encountered. **Human Remains:** Check this box if human remains were encountered. **Bees:** Check this box if a large number of bees were encountered in the area of the cleanup. **Rattlesnakes:** Check this box if rattlesnakes were encountered in the area of the cleanup. **Scorpions:** Check this box if scorpions were encountered in the area of the cleanup. **Abandoned Horses:** Check this box if you came across domesticated horses that may have been used for smuggling (not those normally found on ranchlands). **Threatening Wildlife (specify):** Please specify if any other threatening wildlife was encountered, aside from those already listed. **Other Wildlife (specify):** Please specify if any other wildlife was encountered, aside from those listed. **Endangered Species:** Check this box if any of the wildlife you encountered is considered an endangered species. **Fences Cut:** Check this box if your group noticed that fences or barbed wire had been cut. **Roads Created/Disturbed:** Check this box if your group noticed that roads had been created in areas they should not have been, or existing roads were disturbed, such as rerouted. **Archaeological Artifacts:** Check this box if any archaeological artifacts were encountered. **Brush Fires:** Check this box if your group came across any brush fires. **Other Waste: (specify):** Check this box and specify which other types of waste your group encountered (i.e. Drums that appeared to contain waste, cans of chemicals, etc.)

Pictures: Before During After: Check the boxes indicating when your group took photos during the cleanup. Try to take photos of the same spot, from the same angle, at different times of the cleanup. This helps illustrate cleanup efforts and the extent of the border trash issue. After the cleanup, send photos along with your documentation as instructed on the Arizona Border Trash Web site.

Notes/Comments: List any other notes or comments that would be of interest to groups who might do future cleanups in the area, or groups who work on border trash issues. This is a good place to list your partners for the cleanup.

Please document the cleanup on the Arizona Border Trash Web site at <http://www.azbordertrash.gov> under "Documenting Cleanups."

Participating Staff/Volunteer Sign-In and Sign-Out: This is found on the back of the field form. This section allows the coordinator to track volunteer efforts for two reasons. It ensures for safety reasons that each volunteer who signs in when they begin a cleanup also checks out when they are done, and it tracks the number of hours that each volunteer puts in to the cleanup. You can also include travel time, if desired. The hours can be totaled for the use of both the coordinator and the volunteer. Personal information will not be recorded on the Arizona Border Trash Web site, but we do request the contact information for the leaders of volunteer groups in case other groups want to contact them for future cleanups.

If conducting one cleanup, please fill out this form and print extra copies of the volunteer page, as needed, to document all of the participating volunteers. If conducting cleanups of sub-sites, please have all volunteers sign in on one sheet at the beginning of the cleanup. As they divide into the groups that will clean up each sub-site, please have the sub-site cleanup leader ONLY document on their field form the names and cell phone numbers of the people accompanying them, for safety reasons. There is no need to duplicate the rest of the information, provided that all of the completed sub-site field forms are given back to the event coordinator at the end of the cleanup.